

From: **"Levitt, Karen"**

To: **"Direct to Mayor and Council - DL"**

Date: 2/15/2024 12:04:41 PM

Subject: For Today's BIA Meeting re: Business and Economy Office

Dear Mayor and Council,

Below are some key messages concerning the first two questions on your agenda for today's City of Vancouver Council & Vancouver BIA Partnership Quarterly Meeting agenda, in regard to Establishing the City's new in-house Business and Economy Office.

Thanks,

Karen

1. *Economic Development Office: When will this come into being, what are the priorities, what is the process for developing a local economic development strategy?*

- Work is currently underway to hire a Director of the new Business and Economy Office. We are targeting to have the position publicly advertised by end-March at the latest, and filled by June 2024, and we anticipate that the Director will immediately start hiring to grow the team. We expect the full staff complement to be approximately 6 - 8 people.
- On February 8, 2024, the City Manager's Office distributed a survey to over 100 stakeholders, asking for their input as to the mandate and lines of service of the new in-house Business and Economy Office. All BIA presidents/executive directors were included in this distribution, and we encourage you to offer your thoughts and feedback. Responses are due by Monday February 19th.
- Staff will be bringing a report to Council to propose the mandate and lines of service of the new Business and Economy Office in early April 2024.

2. *BIA Program: Paul Siggers has left and Graeme Jones is acting at the present time. We are in limbo with respect to the program and its incorporation into City Manager's office how do we have input into the what this BIA program should look like and what it's priorities should be?*

- Once the new Director, Business and Economy Office is in place, that person and the BIA Coordinator will be working with you to get your feedback on the BIA program focus and priorities. Given the timelines above, we anticipate this work will start in Q3-2024.

Karen Levitt, Deputy City Manager (she/her)

The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x̱m̱əθḵʷəy̱əm/Musqueam, Sḵwx̱w̱ú7mesh/Squamish and səilwətəł/Tsleil-Waututh nations